

DD/A

74-4914

13 DEC 1974

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Delegation of Authority

1. Action Requested: That authority to approve requests for voluntary and certain involuntary retirements under CIARDS be redelegated from the Deputy Director for Administration to the Director of Personnel.

2. Background: On 18 February 1973, the Director of Central Intelligence delegated to the then Deputy Director for Support authority to approve voluntary retirements under CIARDS. Voluntary retirements under this delegation included so-called "involuntary" retirements under which an employee declared surplus by agreement between himself and management could avail himself of the technicality of this option for retirement. Thus, the delegation covered all CIARDS retirements of a voluntary nature on the part of employees.

The delegation was reissued by the Director on 15 November 1974 in Attachment A.

A realization of the practicalities involved in CIARDS retirements led to the delegation. Over the years since the inception of CIARDS, the approval of voluntary and "involuntary" (described above) retirements served so well to dovetail neatly the aims of management and the desires of employees that approval became routine. There is no record of requests for such retirements having been disapproved.

3. Staff Position: It is the view of the Office of Personnel that, for the foreseeable future, requests for retirements of a voluntary nature under CIARDS will be approved routinely. This view has prompted us to conclude that management efficiency will be enhanced if the approval of such requests is delegated to a lower, yet still appropriate level. Approval by the Director of Personnel would speed up the time for processing such requests by eliminating the need

to move every request to the DDA, and it would lessen the flow of paper and files between administrative levels with a saving in courier time and effort. The Director of Personnel already approves disability retirements under CIARDS, and these retirements require more consideration than is necessary for the more routine retirements of a voluntary nature.

4. Recommendation: It is recommended that

a. the Deputy Director for Administration delegate to the Director of Personnel the authority to approve those retirements under CIARDS that are of a voluntary nature. Such delegation would include voluntary retirements and those retirements that are "involuntary" in a technical sense only, but which in a real sense reflect the agreement between management and an employee to use this option to permit the retirement of the employee. It is not intended that this delegation apply to retirements that are truly involuntary on the part of an employee; and that

b. you sign Attachment B, Delegation of Authority.

F. W. M. Janney
Director of Personnel

APPROVED : /s/ JOHN N. McMAHON

18 DEC 1974

DISAPPROVED: _____

Date

Distribution:

- Orig - Adse, return to D/Pers
- 2 - DDA
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OP/RAD/Pers (12 Dec 1974)
O-D/Pers (7 Oct 1974)
O-D/Pers (12 Dec 74)

DD/A 74-4465

15 NOV 1974

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Delegation of Authority to Approve
Certain Retirement Applications

The Deputy Director for Administration is hereby authorized to approve applications for retirement under section 233 and subsection 235(a) of the CIA Retirement Act, except that retirements under subsection 235(a) may be approved pursuant to this delegation only in those instances in which management and the applicant desire the retirement.

 STATINTL

W. E. Colby
Director

18 DEC 1974

MEMORANDUM FOR: Director of Personnel

SUBJECT : Delegation of Authority to Approve
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/s/ JOHN N. McMAHON

John F. Blake
Deputy Director
for
Administration

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O-D/Pers: [REDACTED] :bkf (12 Dec 74)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Deputy Director for Administration
7D 26, Headquarters

EXTENSION

5454

NO.

DATE

25 SEP 75

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Central Intelligence
7E 12, Headquarters

9/25

9/25

wcc
4/1

Sir,

STATINTL

As of 31 August,
staff strength was

5. Deputy Director for Administration
7D 26, Headquarters

✓

above 30 June '75
ceiling and beyond